

Best Practices Subcommittee
May 22, 2003
10am – 12pm
Attorney General's Conference Room

Attendees:

➤ Wilbur Rehmann – MCJISP DOJ	➤ Walt Joyce – DOJ – CJIS
➤ Diane Anderson – Glacier County Dist. Court	➤ Andrea Lower – Gallatin County
➤ Shelly Callihan – L&C County District Court	➤ Kim Randall, DOJ – CJIS
➤ Stacye Dorrington – DOJ – CJIS	➤ Nancy Sweeney, L&C County District Court
➤ Margaret Jennings Jeffrey – OTD ESB	➤ Janet Jessup – Northrop Grumman

Opening Remarks

Wilbur Rehmann reminded the subcommittee that their work products have been posted on the MCJISP web site. Subcommittee documents, meeting minutes, and recommendations for both subcommittees are on the page. In addition, he told the subcommittee that there is an integration conference in September, and he provided the group with a handout. There will be a link to information on the conference on the MTDOJ web site. He would like to discuss the Local Pilot Project at the conference, with a panel discussion involving the subcommittee members that have participated in the program. Funding sources will also be discussed at the conference.

Wilbur mentioned that a grant proposal for new live scan units has been submitted for the 9 counties and 3 correctional facilities having the highest volume of fingerprints. The new units would provide end-to-end processing from the local level through the state and to the FBI. If the grant is approved, placement will occur after October of this year.

Walt Joyce discussed a card scan project for counties that have lower fingerprint volumes. There is discussion underway at MTDOJ about appropriate use and costs of card scans for this purpose.

Wilbur also discussed interfaces between the criminal history records system and the current court system (JCMS). The Supreme Court is considering moving away from JCMS, a factor that will affect the interface planning process.

Review of the Local Pilot Project

MTDOJ is looking at the possible replacement of the current CJIN Datamaxx screens for an upgrade that is web-based. This would make it easier to get CJIN access to such users as court clerks or others that do not currently have CJIN terminals. The upgrade is XML-based and provides secure access over the web. The estimated cost is \$100,000 to install the upgrade in every District Court clerk's office in the state. Grant funds would be requested to fund this effort, and support would be needed from the clerks for the grant proposal. This would be an extension of the two current pilot locations, Lewis & Clark

County and Glacier County, which have successfully used CJIN to input dispositions into the criminal history records repository.

Standards Subcommittee

Wilbur briefly updated the group on the work that the Standards Subcommittee has been doing and he handed out the list of standardized elements developed by that group. He described how the subcommittee used key documents in the exchange of criminal justice information (NTA, fingerprint card, and MANS sheet) to develop this list. The subcommittee is looking at the new national data dictionary that is XML-based. The standards would be provided to jurisdictions and vendors to indicate that these are the elements that need to be in any new systems or revisions.

Previous Recommendations and Work Products

The group began to review their previous recommendations. Wilbur suggested that the third recommendation, a plan for an electronic MANS sheet,¹ be removed since the technology that MTDOJ is looking out would replace this. He suggested that the recommendation be that the Local Pilot Project be expanded to all district court clerks. He asked for comments on this idea.

He also indicated that matching data elements in the JCMS and the criminal history system is possible, but there is a question in how much money should be invested in building an interface to the older JCMS system. MTDOJ feels that if the new CJIN rollout takes place, there would be direct entry of dispositions into the state's criminal history repository regardless of how long it takes to replace JCMS. The CJIN rollout would replace the manual MANS sheet entry with data entry, and the duplication of data entry could be resolved as part of the new JCMS.

Nancy Sweeney said she believes the Supreme Court Committee on Technology will be looking at a web-based system as a replacement for JCMS. She liked the idea of leading the way with the CJIN rollout and working on compatibility with the JCMS replacement later.

The web-based option may be an alternative for non-Summitnet counties. There may be no DOA fee for a web-based system as long as it is not be on the state backbone.

The group agreed that it would be a good idea to maintain the recommendation regarding a web-based operations manual. Nancy suggested that the recommendation regarding electronic input be wider than just the clerks and should instead refer to counties. The language suggested by the group for the wording of the replacement recommendation was "Expand the pilot project via a web-based system to all counties as funding becomes available."

¹ "A plan for electronic disposition reporting should be drafted. One step toward such a system could be the development of a web-based MANS sheet with both data entry and "push" capability. The plan should include a web-based operations manual for booking units that is updatable and searchable."

Nancy said that not all court clerks have web access right now; however, the cost tradeoff should enable them to go to Internet access. She mentioned that many of the bigger counties are looking at electronic payments through the Internet. Walt mentioned that if the rollout occurs, MTDOJ would provide training on the new access, including web-based training.

The group looked at the other recommendations, including the one concerning electronic jail/detention tracking. Wilbur indicated that DOC is looking at a new offenders' database called O-Track, which was developed by the State of Utah. The system is available to other states. It apparently includes a capability of creating a statewide offenders' database; this would require some tie with the local jails. This is still under discussion at this point, but other states in the region are using the system. He said that this would be a big step in the direction of the group's recommendation.

Wilbur said he could not report much progress on the recommendation regarding prosecutors. Stacey said she had two calls this week about who is responsible for submitting information on charges that are not filed, which indicates that there is still confusion over the statutory requirements regarding this data.

Wilbur asked if there were any other changes that the group wanted to make to the recommendations. Nancy said the Supreme Court is working on standards for reporting cases, and that this should decrease the number of inconsistencies. No change was made to the recommendation related to this issue.

Next Steps

Wilbur mentioned the earlier discussion about developing a product like the New York State Standard Practices manual. He still believes it would be a good project if funding could be secured, and that the subcommittee's process flowcharts are a step in that direction. Wilbur then mentioned the SEARCH Justice Information Exchange Model (JIEM) tool, and that Janet has entered the subcommittee's information as well as interview results from two counties into the software. He asked Janet to provide a summary of the JIEM software.

Janet described the software, its capabilities, and how the Montana data was entered as a Montana database. Reports generated by the software were handed out; these presented "views" of the exchanges by process, by event, and by document. She also described the training process for certification on the software and SEARCH's plans for upgrading the software.

Wilbur wanted to know if the subcommittee would be interested in having SEARCH train them on the use of the software. This would probably not occur until this fall when the new software is available. Wilbur would have to make the request to SEARCH. The training takes three days and is provided at no charge. He would like to have representatives of all levels of the criminal justice community involved in the training,

suggesting at least four from local jurisdictions and four from the state. He asked that the group review the reports that have been handed out and think about the training. The information from the tool could be used to assist in the production of the Best Practices Manual.

Next Meeting

Wilbur suggested that the group think about using the JIEM software and review the reports that have been generated. He indicated that he would like to meet again this summer to discuss their interest in participating in the JIEM training. The group decided to meet June 19.